



**THE PORT OF  
LONG BEACH**

# Director of Maintenance



## THE COMMUNITY

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Majestically located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California (population 487,000) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium



of the Pacific, Queen Mary, West Coast Hockey League's Ice Dogs, the annual Toyota Grand Prix of Long Beach plus a wide variety of other attractions serve to draw over four million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College.

While it offers all the amenities of a large metropolis, many say the City has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. As the fifth largest city in California, Long Beach has been referred to as the "most diverse city" in the country by *USA Today*. A superb climate, quality schools, a vibrant downtown and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

In addition to the Port, the City also has its own full-service commercial airport which has become a favored travel-friendly alternative to other Southern California airports by offering preferred flight schedules, carriers, and overall accessibility. In addition, Los Angeles' rail transit system, the Metro Blue Line, has numerous stops within Long Beach and throughout the region.

## THE PORT

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The Port of Long Beach is one of the world's busiest seaports and is a leading gateway for Pacific Rim trade. The Port is the second busiest container port in the United States and ranks 12<sup>th</sup> internationally. If combined, the Ports of Long Beach and Los Angeles would rank third, trailing only Hong Kong and Singapore as the busiest port complexes worldwide. East Asian trade accounts for more than 90 percent

of Long Beach shipments with the top trading partners being China/Hong Kong, South Korea, Japan and Mexico.

The Port of Long Beach, also commonly referred to as the City's Harbor Department, is governed by the Long Beach Harbor Commissioners. The five members of the Harbor Commission are appointed by the Mayor and confirmed by the entire City Council. The Port's Executive Director is appointed by the Commission and is responsible for heading up the Department which is supported by 350 employees with annual operating revenues in excess of \$280 million and an annual budget of approximately \$450 million. The Mayor of Long Beach is Beverly O'Neill, the City's only three-term citywide elected mayor. Two years ago, she was re-elected to an unprecedented third term as a write-in candidate. Mayor O'Neill currently serves as Vice President of the U.S. Conference of Mayors and was just recently named the "2004 Municipal Leader of the Year" by *American City and County* magazine.

Credited with moving \$95 billion in trade in 2003, the Port of Long Beach is a landlord port that leases and acquires property for port development. The Board of Harbor Commissioners leases port shipping terminals and other facilities to private entities. Port revenues are reinvested in new facilities and port related improvements. The Port is financially strong and is supported by its own revenues and is not funded by taxes or the City's General Fund.

In addition to its role as a critical hub for international commerce and as a major transportation center, the Port of Long Beach plays a key role in promoting global trade. Port related international trade has wide-ranging economic impacts, supporting thousands of jobs that benefit the region and entire country. The Board of Harbor Commissioners has recently adopted a Green Port Policy that seeks to position the Port as a leader in the area of environmental stewardship.



## MAINTENANCE DIVISION

Functioning much like a public works operation, the Port's Maintenance Division is responsible for the public infrastructure within the Port, as well as the Port's equipment and buildings that are not assigned to tenants. In addition, the Maintenance Division frequently performs special assignments such as office remodeling projects; supplying construction assistance to the Engineering Division; making modifications to comply with ADA, AQMD, OSHA and other regulatory requirements; clearing and securing newly-acquired property; and responding to the emergency needs of tenants for such things as plumbing work and electrical repairs. The Maintenance Division also performs a number of other services ranging from supplying custodial services to preparing customer billing for utility services.

The public infrastructure responsibilities of the Port encompasses the potable water system, the sewer station and pumping stations, storm water pumping and drainage systems, street lighting, docks and wharves, maintaining the navigable waterways free of debris and obstructions, minor street repairs, landscape and grounds maintenance, and traffic accident clean-up and damage repairs. The Port's vehicular equipment is comprised of approximately 200 cars and trucks, heavy equipment, construction equipment, fireboats, small boats and motors, and landscape equipment. Buildings for which the Division is responsible include the Port's administration building, the maintenance yard offices and shops, fire stations and numerous small and portable buildings.

The Division is supported by an annual operating budget of just over \$14 million and 94 highly dedicated and capable staff who take tremendous pride in their work. The Maintenance Director reports to the Managing Director of Finance and Administration. Maintenance is organized into five sections: Administrative, Materials and Services, Utilities, Facilities, and Maintenance. The new Director will have the opportunity to assess the current structure, the allocation of resources as well as the systems and practices of the Division in the interest of uncovering opportunities for improvement and efficiency enhancements. In addition, succession planning, employee training and development and team-building are key priorities.

To learn more about the Port of Long Beach and the Maintenance Division, visit the website at: [www.polb.com](http://www.polb.com)

## IDEAL CANDIDATE

### Background and Education

The ideal candidate will have an impressive and broad public works background that includes a minimum of five

(5) years of increasingly responsible supervisory and/or management experience.

Candidates who are selected to advance in the process will have solid working technical knowledge of all functional areas

and have a proven history of leading and implementing change successfully. Familiarity with civil service environments is preferred and port experience, while helpful, is not necessary.

A Bachelor's degree in engineering, architecture, public administration, business administration or other relevant field is desired, however, an equivalent combination of experience, education and training will meet the minimum qualifications for this position. Service in organizations of comparable size, complexity and structure will be weighted favorably. The ideal candidate will also convey a commitment to environmental stewardship.

### Professional Attributes

The professional attributes that best describe the new Director of Maintenance include the following characteristics:

- Participative and inclusive management style
- Embraces ideas and contributions from others
- Consensus builder
- Self motivated; does not require extensive direction or guidance
- Dedicated to quality service
- Direct communicator with superior interpersonal skills
- Exercises good judgment
- Effective negotiator
- Creative, strategic thinker
- Goal oriented
- Displays enthusiasm and optimism regarding work
- Strong manager of people; capable of motivating and energizing staff



The new Director will be comfortable speaking in both small and large group settings, and will be expected to make

presentations to the Board of Harbor Commissioners. He/she will demonstrate an obvious talent for managing and developing a broad array of employees with diverse responsibilities and skill levels.

Lastly, operating from a continuous improvement philosophy will serve the organization well.

## **COMPENSATION & BENEFITS**

The starting salary range for this position is \$83,118 - \$103,897. In addition, the City's generous benefits package includes:

**Retirement** – CalPERS (2.7% at 55); City pays 3/8ths of employee contribution

**Vacation** – 12 days after one year of service;  
Maximum of 20 days after 19.5 years of service

**Executive Leave** – Five days per year

**Holidays** – Nine designated holidays per year, plus four personal holidays

**Bereavement Leave** – Three days for death or critical illness of family member plus three days of accrued sick leave

**Health Insurance** – Several options are available for employee and dependents (an HMO, two POS and three indemnity plan options)

**Dental Insurance** – Two plans are available for employee and dependents

**Life Insurance** – City paid life insurance policy of \$20,000, plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000

**Disability Insurance** – City paid short and long term insurance

**Deferred Compensation** – Available through three plan providers

**Auto Allowance** – \$450 per month

**Additional Benefits** – Annual physical examination provided by the City

## **APPLICATION & RECRUITMENT SCHEDULE**

The final filing date for this recruitment is **Friday, May 13, 2005**. To be considered for this rare opportunity, please submit a cover letter, a resume that reflects scope of current/most recent organization and responsibilities, list of six professional references, and current salary information. For additional information regarding this opportunity, contact:



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Following the final filing deadline, candidates with the most relevant qualifications will be granted interviews by the consultants in May. Those individuals determined to be best suited for the position will be interviewed by the Port in early June with an appointment anticipated shortly thereafter, upon the completion of thorough reference and background checks.

